

ISLAMIC CENTER OF AMERICA

Madrasatu Ahlis Sunnah

215 North Oraton Parkway

East Orange, N.J. 07017

(973) 672-6690

www.thesunnah.org/school



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

Principal – Job Description

Position Summary

The principal is the chief administrator of Madrasatu Ahlis Sunnah, managing all school operations, ensuring compliance with New Jersey's Program for Parents and state licensing requirements, and providing a safe, productive, and spiritually nurturing learning environment. The principal coordinates curriculum, oversees staff, and leads the school in accordance with the Qur'an, Sunnah, and NJ educational standards.

Key Responsibilities

- Manage school activities and staff, including teachers, administrative staff, and support personnel.
- Establish and oversee class schedules for elementary, middle, and high school levels.
- Develop, implement, and maintain curriculum standards for secular and Islamic studies consistent with NJ Program for Parents and NJDOE guidelines.
- Counsel and discipline students in a manner consistent with Islamic values and state regulations.
- Observe and evaluate teacher performance; coordinate professional development.
- Meet with parents, teachers, and counselors to discuss students' progress and behavior.
- Assess and prepare reports on student achievement and school performance in line with NJ state reporting requirements.
- Manage the school's budget, order supplies, and schedule facility maintenance.
- Establish and coordinate safety and security procedures for students, staff, and visitors.
- Ensure compliance with NJ licensing regulations (NJAC 3A:52) and maintain all required documentation.
- Serve as the public representative of the school, liaising with community stakeholders and regulatory agencies.

Qualifications & Requirements

- Master's degree in Education, Educational Leadership, or related field (required).
- Valid New Jersey School Administrator Certificate or eligibility, if applicable.
- Minimum 5 years teaching experience and 3+ years in educational leadership.
- Completion of NJ-mandated CPR/First Aid, child protection, and health & safety trainings.
- Knowledge of NJ licensing requirements (NJAC 3A:52), NJDOE early childhood guidelines, and Program for Parents standards.
- Ability to meet all NJ background check and clearance requirements.
- Strong understanding of Islamic principles, values, and educational methodologies.

Work Schedule

Full-time position.

Monday – Friday, 8:00 a.m. – 5:30 p.m.

Location

Madrasatu Ahlis Sunnah

215 North Oraton Parkway, East Orange, NJ 07017

Compensation

Salary and benefits will be discussed during the interview process.